

DAILY DIARY  
Assistant to DD/I (Admin.)

4 March 1954

1. The DD/A <sup>25X9A2</sup> has approved the proposed ORR Table of Organization reducing the positions from [REDACTED] the current personnel ceiling. With the concurrence of ORR, approval is with the understanding that final determination as to the grades of 60 of the proposed positions will be dependent upon classification surveys to be made to resolve the differences.

DD/A also approved the OSI T/O request for the creation of four security positions, including two receptionists required to administer the Special Center being established in Barton Hall.

2. Visited the Records Center at Rosslyn with <sup>25X1A9a</sup> [REDACTED] of the Records Management Staff, to review facilities for the storage of records preferred by the Offices as a part of the disposition program. An adequate control system is maintained to secure rapid recall of required documents. There was some evidence of material being retained by the substantive offices which duplicate materials available through OCD such as copies of OCD intelifax cards. The need for such retention of inactive records will be discussed with the Offices concerned.

3. Secured information from <sup>25X1A9a</sup> [REDACTED] OCD, relative to the condition of Rista (ventilation, painting, and cleaning) to use in discussions with the DD/A's Office, which is considering the question based on complaints referred by the Inspector General.

4. George Pope, State, called to advise that there had been a security violation in the transmission of Commerce requirements to the field. I referred the problem to <sup>25X1A9a</sup> [REDACTED] who advised that they were aware of the violation and were taking necessary action.

5. Discussed with <sup>25X1A9a</sup> [REDACTED] the financial status of the [REDACTED] to determine the propriety of their making additional commitments to take advantage of a new collection opportunity. It was agreed that although it might involve program commitments in excess of the current allotment of funds that it would be appropriate inasmuch as experience on actual obligations ultimately incurred has always been considerably less than the program commitment. I also assured them that should actual obligations for the fiscal year exceed the allotment that there would be sufficient unobligated balance within the over-all DD/I allocation to cover the over-obligation.

6. Based on a discussion arranged between <sup>25X1A9a</sup> [REDACTED] [REDACTED] has decided to resign his provisional appointment with the Agency rather than to accept charges for his resignation. Personnel will now expedite his resignation without prejudice.

7. Concurred in the proposed travel of <sup>25X1A9a</sup> [REDACTED] Deputy Chief, Western Division, OCI, to Western Europe for purposes of area familiarization.

8. Based on discussions with <sup>25X1A9a</sup> [REDACTED] secured assurance from <sup>25X1A9a</sup> [REDACTED] that <sup>25X1A9a</sup> [REDACTED] clearance would be completed by 15 March. This will permit him to EOD with the Office of Training during the week of 22 March preparatory to beginning JOT Training about 1 April.